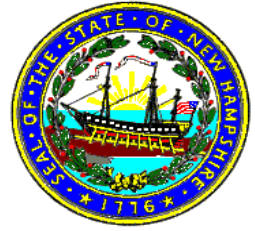




DEPARTMENTS OF THE ARMY AND AIRFORCE  
JOINT FORCE HEADQUARTERS  
NEW HAMPSHIRE NATIONAL GUARD  
1 MINUTEMAN WAY  
CONCORD, NH 03301



**PLEASE POST IN A PROMINENT LOCATION**

**ANNOUNCEMENT NUMBER AGR NHANG16-003**

**21 January 2016**

**POSITION TITLE, SERIES/GRADE SMSgt/E8**  
RECRUITING AND RETENTION SUPERINTENDENT

**THIS IS A RE-ADVERTISEMENT OF AGR 15-021, IF YOU APPLIED FOR AGR 15-021 YOU NEED NOT REAPPLY.**

**MAXIMUM MILITARY GRADE SMSgt/E8**  
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

**MERIT:** All current NHANG AGR enlisted Airmen in the rank of MSgt/E7 to SMSgt/E8

**OPEN:** All current NHNG enlisted Airman/Soldiers in the rank of MSgt/E7 to SMSgt/E8 and those eligible to become members of the NHNG.

**Applicants that are MSgt's/E7 must be promotable to SMSgt / E8.**

**Promotion/accession to SMSgt is dependent upon availability of Control Grade**

**Applicants for this position must have completed the Air Force Senior NCO Academy or Service equivalent prior to the closing date of this announcement.**

**CLOSING DATE**

**MERIT/OPEN:** 9 March 2016

**DUTY LOCATION**  
157<sup>th</sup> Force Support Squadron  
Pease ANGB

**TYPE OF APPOINTMENT**  
AGR TOUR

**MAXIMUM RANK/AFSC REQUIREMENTS**

Maximum rank for this position is SMSgt/E8. This position requires that the incumbent be militarily assigned to AFSC 8R200/8R300 military position.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

**OTHER PERTINENT DATA**

**The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures.**

**ADDITIONAL INFORMATION**

Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, [Kristine.m.poplar.mil@mail.mil](mailto:Kristine.m.poplar.mil@mail.mil) or CW2 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, [Kathryn.l.scott.mil@mail.mil](mailto:Kathryn.l.scott.mil@mail.mil). Other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

**EQUAL EMPLOYMENT OPPORTUNITY**

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

## **INSTRUCTIONS FOR APPLYING**

### **PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION**

#### **MERIT:** (Current NH Air AGR's) REQUIRED DOCUMENTS

**\*\*Also see MINIMUM PREREQUISITES**

#### **AIRFORCE**

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number
- **Completed** DD 369 Police Record Check, with attachments if Applicable (current within 30 days of closing date)  
Sections 1 & 2 are completed by individual, Section 3 completed by local police department
- AIR FORCE: Enlisted Performance Report (last five)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

#### **OPEN:** (AGR's outside of NH and NON AGR's) REQUIRED DOCUMENTS)

#### **ARMY/AIR FORCE**

- NGB Form 34-1 (20131111) which includes announcement number and title of position
- Current or prior Technicians must include SF 50
- ALL DD 214's
- Three References include, email addresses and phone number
- Completed DD 369 Police Record Check, with attachments if applicable (current within 30 days). Sections 1 & 2 are completed by individual. Section 3 by Local Recruiter or Dept. of Motor Vehicle
- A snapshot (digital photo acceptable, does not have to be an 8x10) or an official photo without headgear in Class A/Service Dress uniform taken within the last 12 months (Deployed soldiers/airmen or those who returned in the last 90 days may submit photo in ACU's/ABU's) For Army members ERB photo is acceptable.
- ARMY: Current Ht/Wt NGB Form 5500/5501 meeting standards of AR 600-9 (within 30 days of this announcement)
- ARMY: ADOS orders (if applicable)
- ARMY: Last five OERs or NCOERs
- ARMY: Copy of ORB
- ARMY: DA 705 w/passing score (within 1 year)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR Tour (within 30 days of this announcement)
- ARMY: Include any medical profiles or medical duty review board findings
- AIR FORCE: MPA Tour Orders (if applicable)
- AIR FORCE: Last five OPRs or EPR's
- AIR FORCE: Records Review Rip (found in VMPF)
- AIR FORCE: Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year)
- AIR FORCE: Point Credit Summary (found in VMPF)
- AIR FORCE: AF Form 422 Physical Profile Serial Report (within 1 year)

#### **FAILURE TO SUBMIT ALL THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED**

**Applications must be received in the Human Resources Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can be left with an HRO Representative, Pease ANGB, Bldg 145.**

**Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resources Office and may not meet the closing date/time requirement.**

#### **MAIL RESTRICTION**

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a fax machine. **Do not** include tabs dividers, books, booklets, or document protectors when submitting applications. When mailing (use address on top of job announcement) please allow at least 4-5 days for the application to get through our mail distribution system. **NOTE:** Overnight applications are discouraged as those packages are not delivered to HR.

**SPECIALTY SUMMARY:** As the leader of the Strength Management Team (SMT), serve as the principal administrator in the state/territory for ANG programs associated with recruiting and retention (R&R). Serve as the senior manager and point of contact for all NGB R&R issues. Serve as the subject matter expert for all state/territory R&R programs. Advise state/wing leadership on overcoming R&R obstacles and shortfalls. Provide the oversight, development and implementation of plans, policies and procedures. Ensure effective operation of state/wing R&R programs as outlined in applicable instructions and higher headquarters publications and directives. Communicate R&R goals to all levels of state leadership. This position is assigned to the State Headquarters. Military supervision is provided by the State Director of Staff (DoS).

#### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for managerial oversight of all state/wing ANG R&R Programs.
2. Advise state/wing command staff on all R&R issues, provide regularly scheduled updates on the status of all programs and offers recommendations concerning the state/wing.
3. Serves as the subject matter expert for state/wing leadership on how to best leverage SMT manpower to meet mission requirements. Approves, submits and coordinates all SMT manpower requests with NGB/A1Y, Career Field Functional Manager (CFFM).
4. Be directly involved in the selection process of all state/wing SMT personnel and ensure applicants meet all mandatory eligibility criteria listed in the Air Force Enlisted Classification Directory (AFECD) IAW ANGI 36-101.
5. As the Task Certifier for all SMT members, maintain oversight of all R&R training programs for the state/wing. Primary trainer of Recruiting and Retention Managers (RRMs). Ensure all members of the SMT members are trained and performing IAW applicable directives, instructions and procedural guidance. Mentor, provide feedback and establish accountability for all members of the SMT to meet production/retention goals, standards and ethical conduct.
6. Provide reports on SMT improprieties as required by NGB/A1Y and notifies CFFM of all ethics concerns, violations or issues on the part of members of the SMT, especially those that may impact the public view/opinion of ANG R&R.
7. Serve as the Primary Resource Advisor (RA) for all R&R funds distributed by NGB/A1Y to the state/wing, and overall management of state/wing advertising accounts, IAW applicable guidance.
8. Regularly visits SMO to provide oversight of the SMT.
9. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure members of the SMT are conducting business IAW applicable guidance.
10. Ensure all R&R events are coordinated through the appropriate channels, documented properly in the R&R Administration Center and designed to achieve the optimal R&R exposure and results.
11. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in Inter-service Recruiting Council (IRC) meetings, as needed.
12. Develop and administer the state/wing R&R Awards Program IAW NGB guidance.
13. Develop and monitor execution of R&R state-wide strategic planning document and oversee the development of wing level strategic planning documents.
14. Analyze all state/wing RRM/PRR programs to include productivity, advertising, results and wing gain and loss trends to determine whether current efforts are effectively supporting attainment of goals specified in the state/wing R&R Strategic Plans.

15. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program.
16. Ensure all required reports and requests for data are timely and accurate.
17. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention strategic plan.
18. Ensure Air Force Recruiting Information Support System Total Force (AFRISS-TF) and the R&R Administration Center is utilized to its fullest capability by all R&R personnel.
19. Coordinate on all waivers from state/wing SMT and forward to the appropriate waiver authority.
20. Will not perform additional duties IAW ANGI 36-101.

**SPECIALTY QUALIFICATIONS:**

1. Minimum two years' experience in ANG recruiting and/or retention in SDI 8R200.
2. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
3. Must possess an overall knowledge of ANG R&R Programs, and have demonstrated the capability of maintaining ANG R&R strength standards and goals with accomplished sales management ability.
4. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFECDD.
5. Must be willing to work long, irregular hours, become involved in military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny.
6. Must be a Senior Master Sergeant (E8) or a promotable Master Sergeant (E7) prior to assignment as a RRS.
7. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
8. Completion of Leadership Development Course within one year of assignment is mandatory.

**ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:**

9. No history of emotional instability, personality disorder, or other unresolved mental health problems.
10. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
11. Must possess a valid state driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
12. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

FOR THE ADJUTANT GENERAL

BRIAN C. ELBERT, Col, NHNG  
Director of Human Resources